

CCHS Improvement/Progress Report Form

Principle 5: Individualized Educational Program				
Present levels: (Statement of present levels of performance that resulted in area of non-compliance) CCHS had nine IEPs for transition age students that did not address all areas required for transition planning or services.				
Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families. When a student is transition age, CCHS will complete all the transition planning or service areas on his/her IEP.				
Measurable Goal: CCHS will complete all elements on the IEP related to transition planning or services as indicated by IDEA in 100% of all IEP's for students of transition age.				
Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met
1. . . . CCHS and Beverly Peterson, Transition Project will provide training to the teaching faculty related to completion of the transition portion of the IEP. All teaching staff will attend or receive a review of the training by their supervisor What data will be given to OSE to verify this objective? Copy of Workshop notice and list of staff in attendance. Staff who are not in attendance received one on one training with their supervisor	December 2002	Muriel Plooster and Tammi Haverly	MET October 25, 2002	Met June 04
Please explain the data (6 month) All teachers serving students age 13 or over attended the CCHS sponsored Workshop "Transition In-service- The IEP & Transition to Adulthood". The brochure and attendance sheets are attached.				

Please explain the data (12 month) Completed				
2. CCHS parents will be offered training related to parent/student roles in the IEP/transition process. What data will be given to OSE to verify this objective? A copy of the workshop flyer will be submitted with the 6 month data.	December 2002	Muriel Plooster and Tammi Haverly	MET December 20, 2003 March 29, 2003	-----
Please explain the data (6 month) Parents attended the CCHS sponsored activity held on December 20, 2002. A copy of the workshop flyer and attendance are attached. All teachers serving students age 13 or over and interested families attended the CCHS sponsored Workshop "Transition In-service- The IEP & Transition to Adulthood". The brochure and attendance sheets are attached. An additional inservice Transition to Adulthood the Basics was presented by Bev Peterson on March 29, 2003. Brochure is attached.				
Please explain the data (12 month) Completed				
3. CCHS Parents and CCHS staff will be offered a CCHS Sponsored training opportunity regarding issues related to guardianship, trusts, and student/parent rights at transition. What data will be given to OSE to verify this objective? Copy of Workshop notice and list of staff in attendance.	December 2002	Muriel Plooster and Tammi Haverly	MET April 18, 2003	-----
Please explain the data (6 month) A workshop "Your Child, Your Rights, and Transition" was held on Friday April 18, 2003 from 10:00 AM to 2:00 PM. A brochure and attendance are attached.				
Please explain the data (12 month) CCHS is holding the third annual parent in-service day " Your Child, Your Rights, Your Programs" to educate parents on their rights and supports available. The workshop is being held April 9, 2004. Twenty seven families are registered to attend.				
4. The Principal or Education Program Specialist will review all IEP's as they occur and complete the checklist to ensure all elements are present in the area of transition. What data will be given to OSE to verify this objective? Submit data at 6 months and 12 months indicating compliance on the checklist.	May 2003	Muriel Plooster and Tammi Haverly	MET May 20, 2003	-----

Please explain the data (6 month) An integrity checklist was created and piloted over the summer. It has been implemented for the Fall 2003-2004 school year and will be completed during each IEP. Currently all elements are being included in the IEP. A copy of the integrity checklist is attached.				
Please explain the data (12 month) The form continues to be filled out on 100% of IEPs done at CCHS. We maintain 100% compliance with all aspects. IEPs missing an element are corrected at the meeting. 76 of 76 IEPs either include all required transition information or are marked "not addressed due student's age".				
5. CCHS will provide training to staff on the implementation of transition based assessment. What data will be given to OSE to verify this objective? Copy of Workshop notice and list of staff in attendance.	April 30, 2003	Muriel Plooster and Tammi Haverly	MET May 12, 2003	-----
Please explain the data (6 month) Staff participated in inservice training on the implementation of transition assessment specifically the Enderle-Severson Transition Scales on Monday May 12, 2003. The brochure and attendance sheets are attached.				
Please explain the data (12 month) Completed. The Author of the Enderle-Severson Transition Scales provided us with updates of the assessments in March 2004. Staff have incorporated assessment information from the SDDOE website to implement with students who are of transition age.				
6. CCHS will provide ongoing technical assistance related to the completion of the transition process at a minimum of one time during the 2003-4 school year. What data will be given to OSE to verify this objective? Submit data at 6 months and 12 months indicating compliance on the checklist.	September 2003	Muriel Plooster and Tammi Haverly	Progress Made	Met June 04
Please explain the data (6 month) An inservice is scheduled for March 18, 2003 at 3:30 to the implementation of the transition process. Teachers will share how they integrated information from previous training during the past year into the IEP's created during this school year.				
Please explain the data (12 month) CCHS holds technical assistance meetings the third Thursday of each month. On March 18, 2004, Educators and Social Workers gathered and reviewed the different elements we have implemented related to transition services. Three Staff also attended the Workshop held by Ed O'Leary on Transition issues on April 1, 2003. Information from the workshop has been disseminated to all teachers. A copy of the Third Thursday Schedule, Content, and Attendance has been sent to DOE.				

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Principle 5: Individualized Education Program				
<p>Present levels: (Statement of present levels of performance that resulted in area of non-compliance)</p> <p>In all the CCHS student files that were reviewed, the students' present levels of performance were not linked to evaluation or functional assessment information.</p>				
<p>Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families.</p> <p>CCHS will write skill specific present levels of performance on each student's IEP linked to his/her evaluation or functional assessment data.</p>				
<p>Measurable Goal: 100% of IEP's developed at CCHS, will contain present levels of performance that contain all components as specified by IDEA '97.</p>				
<p>Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.</p>	<p>Timeline for Completion</p>	<p>Person(s) Responsible</p>	<p>6 month progress Record date objective is met</p>	<p>12 month progress Record date objective is met</p>
<p>1. The Education Program Specialist will schedule an inservice for the teaching faculty at CCHS on the Writing of Present Levels of Performance. Data Submitted: Progress report will indicate when objective is complete.</p>	<p>April 1, 2003</p>	<p>Tammi Haverly</p>	<p>MET 4/1/03</p>	<p>-----</p>
<p>Please explain the data (6 month) The training was scheduled with Robin Cline, Office of Special Education. She presented at CCHS via the DDN on March 20, 2003. Specific handouts and sign in sheet are attached to this document.</p>				
<p>Please explain the data (12 month) Completed</p>				

<p>2. The Office of Special Education Programs will provide training on the development of Present Levels of Performance to the teaching staff at Children's Care Hospital and School. All staff will attend or receive a review of the training by their supervisor.</p> <p>Data Submitted: Attendance Sheet will be submitted with person's present and absent identified. All staff will attend or receive a review of the training by their supervisor.</p>	<p>May 30, 2003</p>	<p>Tammi Haverly, CCHS Robin Cline, OSEP</p>	<p>MET March 20, 2003</p>	<p>-----</p>
<p>Please explain the data (6 month) The training was scheduled with Robin Cline, Office of Special Education. She presented at CCHS via the DDN on March 20, 2003. Specific handouts and sign in sheet are attached to this document.</p>				
<p>Please explain the data (12 month) Completed in March 2003</p>				
<p>3. Following training, a crib sheet will be developed for teachers to use as a tool when developing PLOP's.</p> <p>What data will be given to OSE to verify this objective? A copy of the Crib sheet will be sent to OSE for verification.</p>	<p>May 30, 2003</p>	<p>Tammi Haverly and Muriel Plooster</p>	<p>MET May 20, 2003</p>	<p>-----</p>
<p>Please explain the data (6 month) The IEP crib sheet was developed by CCHS teachers and Education Program Specialist. The document has been distributed at a teachers meeting and is now part of the 2003-2004 Teacher Handbook. A copy of the IEP Crib Sheet is attached.</p>				
<p>Please explain the data (12 month) Continues to be implemented in 100% of IEPs.</p>				

<p>4. A Checklist will be developed that identifies the needed components of the PLOP.</p> <p>What data will be given to OSE to verify this objective? A Copy of the Checklist will be sent to OSE for verification.</p>	<p>May 30, 2003</p>	<p>Tammi Haverly and Muriel Plooster</p>	<p>MET May 20, 2003</p>	<p>-----</p>
<p>Please explain the data (6 month) The training was scheduled with Robin Cline, Office of Special Education. She presented at CCHS via the DDN on March 20, 2003. Specific handouts and sign in sheet are attached to this document.</p>				
<p>Please explain the data (12 month) Completed</p>				
<p>5. The Principal or Education Program Specialist will review all IEPs drafts as they occur and complete the checklist to ensure all elements are present in the PLOP. Areas not in compliance will be corrected either prior to the IEP, at the IEP or through an addendum.</p> <p>What data will be given to OSE to verify this objective? Submit data at 6 months and 12 months indicating compliance on the checklist.</p>	<p>May 30, 2003</p>	<p>Tammi Haverly and Muriel Plooster</p>	<p>MET May 20, 2003</p>	<p>-----</p>
<p>Please explain the data (6 month) An integrity checklist was created and piloted over the summer. It has been implemented for the Fall 2003-2004 school year and will be completed during each IEP. Currently all elements are being included in the IEP. A copy of the integrity checklist is attached.</p>				
<p>Please explain the data (12 month) The form continues to be filled out on 100% of IEPs done at CCHS. In 76 of 76 IEPs conducted since July of 2003 the PLOP pages were filled out correctly as outlined on training done by SDDOE.</p>				
<p>6. CCHS will provide ongoing technical assistance to teachers.</p> <p>What data will be given to OSE to verify this objective? Submit data at 6 months and 12 months indicating compliance on the checklist.</p>	<p>March 2004</p>	<p>Tammi Haverly and Muriel Plooster</p>	<p>Progress Made</p>	<p>MET June 04</p>

Please explain the data (6 month)

An in-service on the content of IEPs is scheduled for Thursday November 20, 2003 at 3:30. The meeting will be facilitated by Tammi Haverly, Education Program Specialist

Please explain the data (12 month)

CCHS holds technical assistance meeting the third Thursday of each month. On November 20, 2003, On March 18, 2004, Educators and Social Workers gathered and reviewed the different elements we have implemented related to transition services. Three Staff also attended the Workshop held by Ed O'Leary on Transition issues on April 1, 2003. Information from the workshop has been disseminated to all teachers. A copy of two IEPs , Third Thursday Schedule and Content, and attendance will be submitted via ground mail.